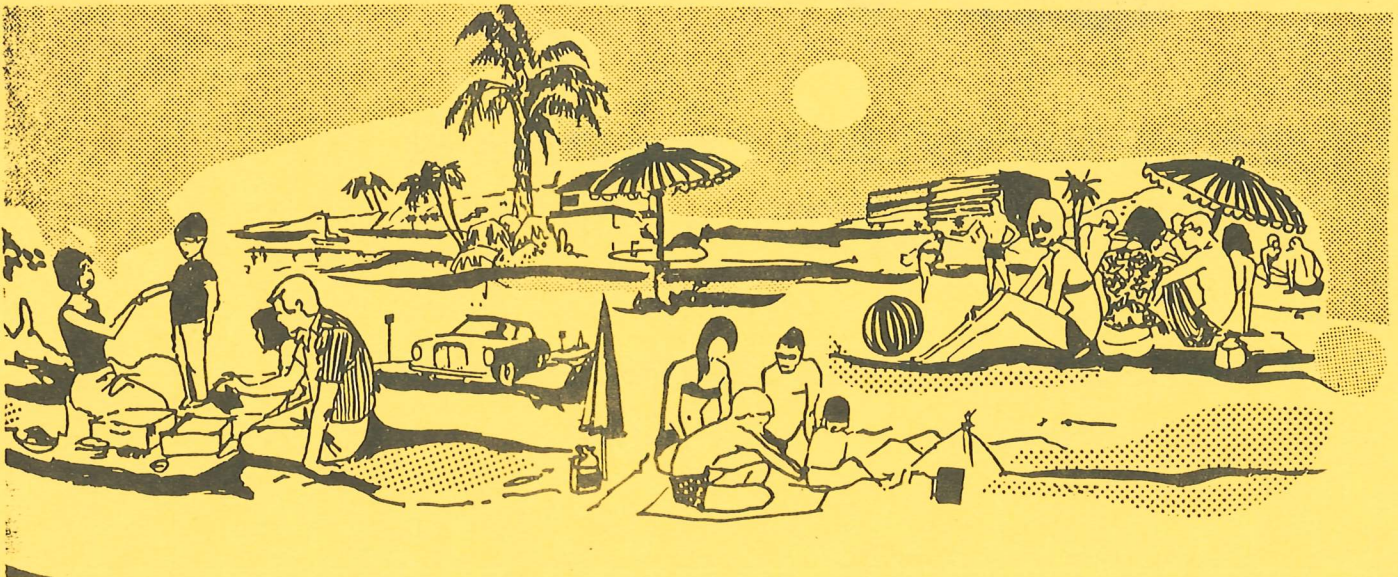


# KING EDWARD TIMES

VOLUME XI, No. 12

June 21, 1984





### CAR POOL

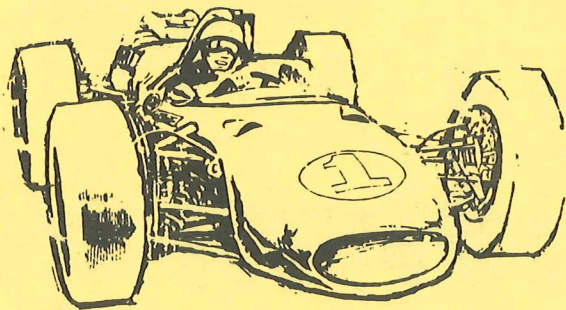
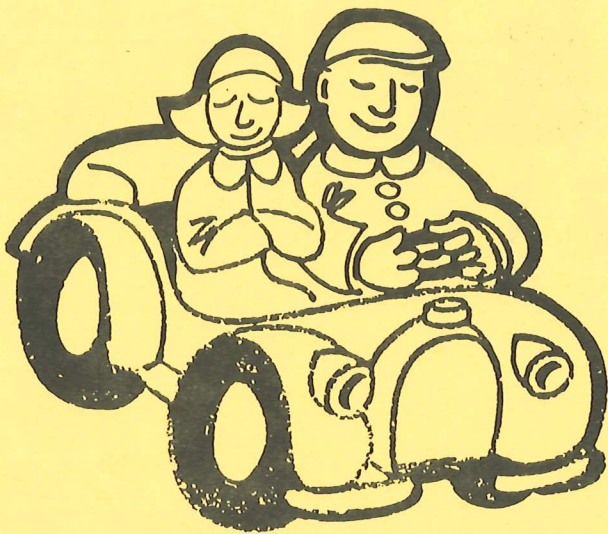
The bus strike has left many students without transportation. To alleviate this problem, a car pool notice board is being set up in the Counselling Centre, Room 3002. This will be for posting both rides required and rides available.

A form is being developed and will be distributed campus-wide. In the meantime, students and staff may wish to put up their own notices.

We ask that instructors please inform their students.

DRIVERS URGENTLY REQUIRED!

L.H.



### CORRECTION TO LAST WEEK'S NOTICE REGARDING FINANCIAL AID

Please add the following programs:

A. B.C. STUDENT ASSISTANCE

1. Music

B. ADULT BASIC EDUCATION STUDENT ASSISTANCE PROGRAM (ABESAP)

1. Basic Education
2. N.A.B.E.
3. N.E.S.T.

A fifth grade student explains it all:  
"The human body is composed of 3 parts: the Brainium, the Borax, and the Abominal Cavity. The Brainium contains the brain. The Borax contains the lungs, the liver, and the living things. The Abominal Cavity contains the bowels, of which there are five: A, E, I, O, and U."



NOTE: PLEASE DUPLICATE FOR YOUR STUDENTS.

KING EDWARD CAMPUS CAR POOL

INFORMATION

Travelling From: \_\_\_\_\_  
City/Street

Travel Route \_\_\_\_\_  
Main Roads

Travel Times \_\_\_\_\_

Name \_\_\_\_\_

Program \_\_\_\_\_

Tel. # \_\_\_\_\_

Transportation Available: \_\_\_\_\_ Transportation Required: \_\_\_\_\_

(Please post on board in the Counselling Centre, Room 3002.)

KING EDWARD CAMPUS CAR POOL

INFORMATION

Travelling From: \_\_\_\_\_  
City/Street

Travel Route \_\_\_\_\_  
Main Roads

Travel Times \_\_\_\_\_

Name \_\_\_\_\_

Program \_\_\_\_\_

Tel. # \_\_\_\_\_

Transportation Available: \_\_\_\_\_ Transportation Required: \_\_\_\_\_

(Please post on board in the Counselling Centre, Room 3002.)

KING EDWARD CAMPUS CAR POOL

INFORMATION

Travelling From: \_\_\_\_\_  
City/Street

Travel Route \_\_\_\_\_  
Main Roads

Travel Times \_\_\_\_\_

Name \_\_\_\_\_

Program \_\_\_\_\_

Tel. # \_\_\_\_\_

Transportation Available: \_\_\_\_\_ Transportation Required: \_\_\_\_\_

(Please post on board in the Counselling Centre, Room 3002.)

KING EDWARD CAMPUS CAR POOL

INFORMATION

Travelling From: \_\_\_\_\_  
City/Street

Travel Route \_\_\_\_\_  
Main Roads

Travel Times \_\_\_\_\_

Name \_\_\_\_\_

Program \_\_\_\_\_

Tel. # \_\_\_\_\_

Transportation Available: \_\_\_\_\_ Transportation Required: \_\_\_\_\_

(Please post on board in the Counselling Centre, Room 3002.)





### Theft-Update

The West Vancouver police have recovered one of the typewriters stolen from K.E.C. last week. Information suggests that a professional group of thieves is operating in our area. Please be vigilant and do report anything missing immediately.

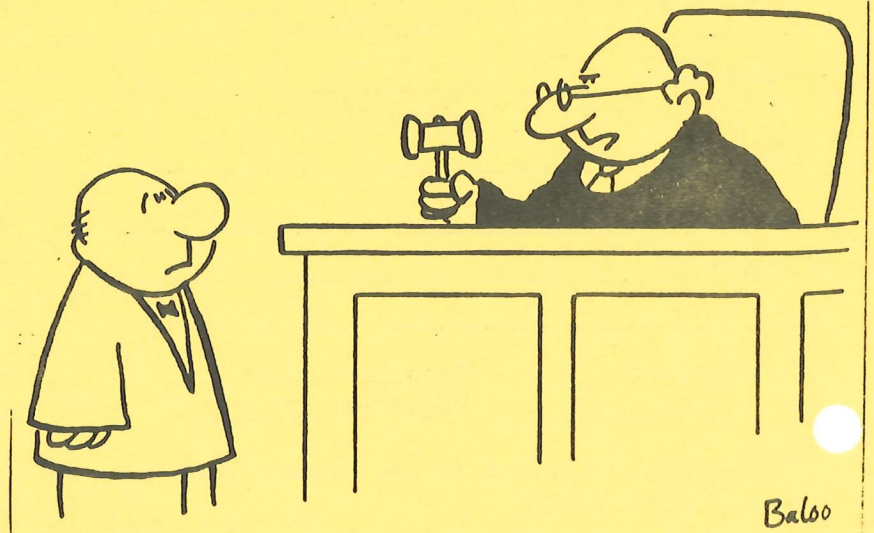
G.A.R.S.



### OUTGOING MAIL

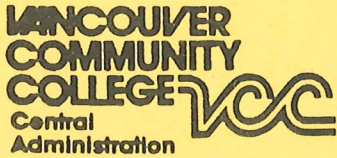
Instructions have been given to the Mail Clerk to open all outgoing mail which does not have a department number written on the outside. This number is required so that the department involved can be charged.

RFC



*"I've acquired a reputation for leniency over the years,  
and today I'm going to change all that. . . ."*





Competition Number: 32-06-84

Date: June 18, 1984

Date Closed: June 25, 1984

PART-TIME TEMPORARY FINANCIAL AID CLERK

currently located at

KING EDWARD CAMPUS

1155 East Broadway

Desirable Qualifications:

Completion of the twelfth school grade, including or supplemented by commercial and accounting courses, plus some related clerical experience. Sound knowledge of modern office practices and procedures, record keeping, basic accounting, and financial budgeting practices. Knowledge of departmental rules, regulations and policies. Ability to deal effectively with officials, staff, students and the general public in processing a variety of inquiries and applications for financial assistance. Ability to function with a considerable degree of independence. Ability to function calmly, pleasantly, and tactfully during periods of high stress.

Duties: Working under the supervision of the Financial Aid Advisor:

- Provides information and assistance over the telephone and in person to students on a variety of matters related to eligibility for financial assistance;
- Provides routine financial counselling: interviews students to determine the nature of their financial aid requirements, advises with respect to types of financial aid available, refers unusual or complex problems to the Financial Aid Advisor;
- Performs and processes assessment of routine student requests for B.C. Student Assistance; confirms student enrolments and performs distribution of student documents, grants and cheques, notifies authorities of student withdrawals; ensures confidentiality of information provided by students;
- Receives, checks, records and processes a variety of applications for financial assistance; maintains necessary records of financial aid transactions; arranges for issuance of certain cheques;
- Assists in the administration of a short-term emergency loan fund;
- Assists in the preparation of reports and statistics as required;
- May assign and direct the work of one or more clerical subordinates performing a variety of clerical and typing assignments; trains such subordinate staff as required;
- Performs related duties as required.

Hours of Work: 30 hours per week. Hours to be arranged.

Salary Range: \$599 to \$710 bi-weekly (Based on 30/35 basis)

\*\*\*Internal applicants are requested to forward an updated resume along with home and business phone numbers.

\*\*\*THE COLLEGE RESERVES THE RIGHT TO FILL THIS POSITION THROUGH A TRANSFER.

Please apply to the Personnel Office,  
Vancouver Community College, 5th Floor,  
1155 E. Broadway, Box 24700, Station 'C',  
Vancouver, B.C. V5T 4N4

Please quote the above competition number.



INSTRUCTIONAL MEDIA SERVICES - KEC

Hours of Operation: Effective Tuesday, July 3, 1984 revised hours of operation for Instructional Media Services will be as follows:

Monday through Thursday - 8:00 a.m. - 8:30 p.m.  
Friday - 8:00 a.m. - 5:00 p.m.

Parveen Jiwani

CLOSURE OF FACULTY DINING LOUNGE FOR G.E.D. TESTS

The Faculty Dining Lounge will be used for the writing of G.E.D. tests this Friday and Saturday and so will be closed after 5:00 p.m. on Friday.

The student cafeteria space will still be available after 5:00 p.m.

Thank you for your cooperation in this matter.

R.F.C.

ORGANIZATION OF ADULT BASIC EDUCATION PROGRAMS

The above course is being offered as part of the summer program at UBC. For further information, telephone the Office of Extrasessional Studies at UBC, 228-2657. Audrey Thomas will be the instructor.

R.F.C.

FACULTY/STAFF MEETING

Planning for 1985-86 has to get underway shortly. The Five Year Educational Plan will require modification. A "brain-storming" session has been suggested and Friday, June 22nd from 1:00 to 2:30 p.m. in the auditorium was proposed. Therefore, if you're interested, please attend as noted above. While decisions will not be made respecting our (KEC's) offerings, budget, etc., ideas, suggestions, initiatives, proposals brought forward at the meeting will be noted for further discussion, planning, etc.

Instructors with classroom responsibilities at the time noted above, who wish to attend the meeting, should make alternate arrangements for their classes.

H.E.P.

ON VACATION

I will be on vacation from Monday, 1984 June 25 to Friday, June 29.

During this period my secretary Myrna Redman will handle routine matters and G. Pawelchak will act in my stead.

R.F.C.



FROM THE BOOKSTORE

CLOTHING SPECIAL!

This week's clothing special is a selection of 100% nylon jogging shorts. There are a variety of colors and sizes available, - all at \$7.69 !

We have a new book available, that is co-authored by VCC instructor. It is entitled "Sandcastles 1" and gives a pictorial history of the White Rock sandcastle competition. There are some amazing structures and sculptures pictured in this book, which sells for \$2.49.

A reminder that graduation cards are available for your classes, friends or relatives. Graduation cards are a nice way to congratulate someone who has just completed their current level of schooling.



POSITION OPENINGS

V.C.C./V.V.I. requires a Department Head for the Hairdressing Department. Closing date for applications is June 29, 1984.

Teacher Training Position in China. Enquire or apply through:

Gu Qu Nan  
English Section  
Nankai University  
Tianjian  
People's Republic of China.

D. McG.

s a Part-Time Temporary Financial Aid Clerk.  
cations for this position is June 25th.

n on the above positions, please see bulletin boards.

H.E.P.



The Continuing Education Division will be holding its annual graduation for Certificate Program students on Tuesday, June 26 at King Edward Campus. The ceremony will take place in the auditorium at 8:00 p.m., followed by light refreshments in the cafeteria. Everyone is welcome!

Gail Barry

CLOSURE OF FACULTY DINING LOUNGE FOR G.E.D. TESTS

The Faculty Dining Lounge will be used for the writing of G.E.D. tests this Friday and Saturday, and so will be closed after 5:00 p.m. on Friday.

The Student Cafeteria space will still be available after 5:00 p.m.

Thank you for your co-operation in this matter.

R.F.C.

RULES OF TEACHERS     1872

1. TEACHERS EACH DAY WILL FILL LAMPS, CLEAN CHIMNEYS.
2. EACH TEACHER WILL BRING A BUCKET OF WATER AND A SCUTTLE OF COAL FOR THE DAY'S SESSION.
3. MAKE YOUR PENS CAREFULLY. YOU MAY WHITTLE NIBS TO THE INDIVIDUAL TASTE OF THE PUPILS.
4. MEN TEACHERS MAY TAKE ONE EVENING EACH WEEK FOR COURTING PURPOSES, OR TWO EVENINGS A WEEK IF THEY GO TO CHURCH REGULARLY.
5. AFTER TEN HOURS IN SCHOOL, THE TEACHERS MAY SPEND THE REMAINING TIME READING THE BIBLE OR OTHER GOOD BOOKS.
6. WOMEN TEACHERS WHO MARRY OR ENGAGE IN UNSEEMLY CONDUCT WILL BE DISMISSED.
7. EVERY TEACHER SHOULD LAY ASIDE FROM EACH DAY A GOODLY SUM OF HIS EARNINGS FOR HIS BENEFIT DURING HIS DECLINING YEARS SO THAT HE WILL NOT BECOME A BURDEN ON SOCIETY.
8. ANY TEACHER WHO SMOKES, USES LIQUOR IN ANY FORM, FREQUENTS POOL OR PUBLIC HALLS, OR GETS SHAVED IN A BARBER SHOP WILL GIVE GOOD REASON TO SUSPECT HIS WORTH, INTENTION, INTEGRITY AND HONESTY.
9. THE TEACHER WHO PERFORMS HIS LABOR FAITHFULLY AND WITHOUT FAULT FOR FIVE YEARS WILL BE GIVEN AN INCREASE OF TWENTY-FIVE CENTS PER WEEK IN HIS PAY, PROVIDING THE BOARD OF EDUCATION APPROVES.



SPRING ENROLMENTS AT KING EDWARD CAMPUS

Instructors are often curious as to the relative sizes of our programs. It is from data such as this that future planning will be done. In some cases, these enrolments reflect changes in budget already made - in other cases they show where changes need to be made.

R.F.C.

ENROLLMENT AND REGISTRATION STATISTICS

May 1984, May 1983, May 1982

COURSE	May 11, 1984		May 09, 1983		May 07, 1982	
	Reg	Enrol	Reg	Enrol	Reg	Enrol
College Foundations (9-12)	942	942	702	702	800	800
Basic Education (0-8)	145	145	104	104	99	99
TOTAL COLLEGE FOUNDATIONS DIV.	1087	1087	806	806	899	899
Music (Full-Time)	--	--	--	--	--	--
(Part-Time)	4	4	--	--	--	--
TOTAL MUSIC	4	4	--	--	--	--
E.L.T. College Prep. (FT)	--	--	--	--	65	65
E.L.T. College Prep. (PT)	239	239	180	180	97	97
E.L.T. Manpower	--	534	113	463	4	484
E.L.T. (P.T.) on Campus	--	1,345	--	1,295	1,172	1,172
Improve Your Pronunciation	--	50	--	55	34	34
Night School	--	994	--	1,497	--	1,557
Neighbourhood English	--	588	--	878	60	930
School Canadiana	15	226	230	230	433	433
TOTAL ENGLISH LANGUAGE TRAINING	254	3,976	523	4,598	1,865	4,772
BTSD Musqueam and N.J.R.T.	1	26	--	--	--	--
BTSD Youth	3	25	6	20	4	18
Basic Trng. for Skill Development (PT)	7	72	14	22	8	28
Basic Trng. for Skill Development (FT)	27	162	44	197	72	204
Native Adult Basic Education	--	43	5	37	--	--
Basic Employment Skills Training (KEC)	--	13	--	15	--	13
Basic Employment Skills Training (CARN)	--	9	--	8	--	17
Native Employment Skills Training	1	16	3	14	--	17
Vocational Orientation for Youth	--	8	2	9	3	10
Intro. Homemaker & Institutional Aide	--	18	--	14	--	16
Homemaker (FT)	--	18	--	14	--	18
Homemaker (PT)	--	72	--	75	--	87
Employment Orientation for Women	--	15	--	13	--	13
Para-prof Worker with the H.I. & V.I.	--	17	--	16	--	18
Sign Language (PT)	--	--	88	88	139	139
Adult Special Education (PT)	3	15	--	18	--	--
Adult Special Education (FT)	1	17	--	14	--	18
Pharmacy Assistant	--	19	--	20	--	20
Auto Body	--	26	--	24	--	--
Auto Mechanics	--	37	--	35	--	--
Diesel Mechanics	--	51	--	54	--	--
TRAC	5	12	--	--	--	--
TOTAL VOCATIONAL	48	691	162	707	226	636
TOTAL ENROLLMENT & REGISTRATION	1,393	5,758	1,491	6,111	2,990	6,307



Policy No. 5.2.1.1  
Issue Date: 1981 April 02  
Amendment: 1984 June 01  
Source: KEC Management Committee  
Title: SPACE ALLOCATION,  
RE-ALLOCATION  
Concerning: Administrators, Faculty  
and Staff  
Cross-  
Reference: Policy No. 5.2.1.2 and Policy  
No. 6.3.1.1.  
Principal  
Approval: *W. Pankratz*  
President  
Approval: *[Signature]*

POLICY:

- A.1 The Dean of Administrative and Student Services is responsible for the allocation of campus facilities, inclusive of classrooms, laboratories, workshops, offices and all other usable space.
- A.2 Allocation of instructional space will normally be given priority in the following descending order:
- a) Regularly funded full-time programs/courses.
  - b) Regularly funded part-time programs/courses.
  - c) Temporary funded programs/courses.
  - d) Continuing Education programs/courses. (See also A.2.1 below.)
  - e) Other college uses (see policy 5.2.1.2.).
  - f) Community uses (see policy 5.2.1.2.).
- A.2.1 The Continuing Education Division shall have the right of first refusal, based on need and usage, on two classrooms (or the equivalent thereof in square footage) on a regular and on-going basis. During the terms or time slots that the space is not required by Continuing Education, the classroom(s) shall be allocated for other uses in accordance with this policy.
- A.3 The Dean of Administrative and Student Services delegates the allocation of instructionally-related office space to the division chairmen.
- A.4 Allocation of instructionally-related office space will normally be given priority in the following descending order:
- a) Regular full-time faculty and staff.
  - b) Regular part-time faculty and staff.
  - c) Term faculty.
  - d) Auxiliary/temporary faculty and staff.



Policy No. 5.2.1.1.  
SPACE ALLOCATION,  
RE-ALLOCATION

- A.5 In order to obtain the maximum use of building space, the Dean of Administrative and Student Services may, on occasion, find it necessary to deviate from the above guidelines.

PROCEDURES:

B.1 Space for Regular and Temporary-Funded Instruction

Division chairmen will prepare program/course requirements and submit such requests to the Dean of Instruction (according to policy 6.3.1.1).

- B.2 The Dean of Instruction will submit approved program course requirements to the Dean of Administrative and Student Services who will be responsible to assign times and rooms to the approved program/course requirements.

- B.2.1 If real or perceived difficulties in scheduling cannot be resolved informally, the Dean of Administrative and Student Services will convene and chair a meeting of the campus deans and division chairmen. The purpose of such a meeting will be to resolve such difficulties. Final resolution will rest with the Dean of Administrative and Student Services, subject to appeal to the Principal.

B.3 Space for Continuing Education Instruction

All requests for Continuing Education instructional space shall be given priority by the appropriate administrator of Continuing Education and submitted to the Dean of Instruction who shall check the request in order to ascertain that the course/program does not conflict with a similar/closely related course/program offered by King Edward Campus. After so ascertaining, the Dean of Instruction shall forward the request for space to the Dean of Administrative and Student Services who shall be responsible for assigning times and rooms.

- B.3.1 If real or perceived difficulties in scheduling of approved Continuing Education requests cannot be resolved informally, the Principal will convene and chair a meeting of the campus deans and the appropriate administrator of Continuing Education with the purpose of resolving the difficulties. Final resolution will rest with the Principal, subject to appeal to the College President.



Policy No. 5.2.1.1.  
SPACE ALLOCATION,  
RE-ALLOCATION

B.4 Office Space

The assignment of office space is delegated to the division chairmen or, where there is no division chairman, to the department head.

- B.4.1 If real or perceived difficulties in assignment of office space cannot be resolved informally, the final resolution will rest with the Dean of Administrative and Student Services.
- B.5 In order to keep an up-to-date location roster of faculty and staff personnel, the Dean of Administrative and Student Services must be kept informed of any change to the existing allocation of office space.
- B.6 Other instructional space requests should be forwarded to the Dean of Administrative and Student Services on a "Space Request Form" (see attachment).



SPACE REQUEST FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

<input type="checkbox"/>
<input type="checkbox"/>

Request for additional space

Request for relocation

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates Required: \_\_\_\_\_

Times Required: \_\_\_\_\_

Is a specific room or area necessary? \_\_\_\_\_ If "yes", Room No.: \_\_\_\_\_

Number of students to be accommodated: \_\_\_\_\_

Must the room have any special equipment? \_\_\_\_\_

Signature: \_\_\_\_\_

Division Chairman

Signature: \_\_\_\_\_

Dean of Instruction

.....  
Request granted for Room: \_\_\_\_\_

Dates: \_\_\_\_\_ to \_\_\_\_\_

Signed: \_\_\_\_\_

Dean of Administrative & Student Services



